

APPROVED MINUTES
SPECIAL ARTS COMMISSION
CITY OF MILPITAS

Minutes: Meeting of the Arts Commission (AC)
Date of Meeting: Tuesday, September 26, 2006
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Call to Order The Chair called the Meeting to Order at 6:00 p.m.

II. Pledge of Allegiance The Chair led the Commission in the Pledge of Allegiance

III. Roll Call Commissioners Present: Butler, Ettinger, Hays (6:08), McGuire, and Rabe

Commissioners Absent: Foulk, Ogle and Alternates Tsuei and Asif.

City Staff Present: Recreation Services Supervisor Kathleen Yurchak,
Community Enrichment Coordinator, Renee Lorentzen, Public Services Clerk,
Tirzah Cedillo

City Council Liaison Absent: Council Member Giordano

IV. Seating of Alternates No alternates were seated.

V. Approval of Agenda **MOTION** to approve the Agenda of September 26, 2006.
M/S: Ettinger/McGuire Ayes: All

VI. Public Forum None.

VII. Announcements/Correspondence None.

VIII. Old Business

1. Arts Day – Chairperson Rabe

Chairperson Rabe reminded the Commission of their upcoming event, Arts Day on October 1, 2006, from 11am – 2pm in the Milpitas Civic Center Plaza.

Community Enrichment Coordinator, Renee Lorentzen stated each Commissioner had in front of them a ‘Listing of Events’ for Arts Day scheduled for October 1, 2006. The ‘Listing of Events’ includes: Hands on Art Activities, Entertainment, and Performances. She announced that Commissioner Tsuei and his mother had volunteered to do a watercolor activity. Commissioner McGuire asked would Commissioner Tsuei’s mom do the watercolors herself or help the kids do watercolors. Community Enrichment Coordinator, Renee Lorentzen stated Commissioner Tsuei’s mom would help the kids do watercolors.

Chairperson Rabe stated Ricky Davis would wear the Milpitas Monster suit and that the Milpitas Monster Movie would be playing throughout the day in honor of the movie’s 30th anniversary.

Chairperson Rabe stated Bob Burrill prepared a poster to go into the theatre area and gave pages of a coloring book to make copies to give away to the kids. Chairperson Rabe stated there would be several 'give a ways':

- a. We have the 'color wheel' that Carla Moss is working on.
- b. List of art websites for kids to visit (print-out).
- c. Recipe for clay to make for the base and we have color clay for decorative parts.

Chairperson Rabe stated we have stuff for the kids to make magnets. Also, Mr. Frank Torres would be coming to do a mural with the kids.

Chairperson Rabe stated Commissioner Ogle had completed the 'pin the eyes on the five headed dragon' art game.

Chairperson Rabe stated she contacted Borders Books asking if they have a corporate donation policy. She was informed that Borders Books does not have such a policy. She was informed that Borders Books do have a time of year to give a discount, but the Borders Books staff bought five kids books and donated them for Arts Day.

Chairperson Rabe stated Linda Arbaugh of the Milpitas Library had a professional reader that would be able to read during 'storytelling' at Arts Day. The Arts Commission has a second grade teacher who would be considered a professional reader too. Chairperson Rabe stated she took the donated books from Borders Books to Ms. Arbaugh of the Milpitas Library but that the library didn't feel they were appropriate for storytelling. Chairperson Rabe stated all these books are highly rated with the National Education Association.

Chairperson Rabe stated she would call the Milpitas Library to say, 'thank you' for the offer of the reader, but one of the Arts Commission volunteers would like to read and participate.

Commissioner Hays asked if the Milpitas Library said why the books were inappropriate. Chairperson Rabe stated the Milpitas Library just said they were inappropriate.

Chairperson Rabe showed the Commission the books that Borders Books donated. Everyone agreed that the books are wonderful.

Commissioner Hays asked does anyone get killed in these books. Chairperson Rabe stated, no.

Chairperson Rabe stated the storyteller would read the five donated books under the trees in the grassy area during the Arts Day event.

Community Enrichment Coordinator, Renee Lorentzen stated we have a staff person named Jasmine that is in charge of the "Raising the Reader" program with the Milpitas Unified School District, and she can bring additional books and read in addition to the teacher. Commissioner Ettinger asked if the Commission could have more than one storyteller. Chairperson Rabe stated yes.

Chairperson Rabe stated entertainment would include Chris Kaldy and the Community Band, Hiyas Philippine Folk Dance Company and the Fancy Dancers. Community Enrichment Coordinator, Renee Lorentzen stated it would be the Milpitas High School Band in attendance. Mr. Kaldy would have several

musicians available. Chairperson Rabe stated the musicians would talk about instruments and their sounds. Commissioner Hays asked what she could do on the day of the event. Community Enrichment Coordinator, Renee Lorentzen stated she could take part in the mosaic magnet area. Chairperson Rabe stated we have pieces of magnet where we'll cut them in free form, rectangle and some strips so kids can write their full names so they can hang their artwork on their refrigerator with their own magnets. Commissioner Hays asked why is it called mosaic magnets. Chairperson Rabe stated we have all the different shape foamies so they can put a mosaic on it if the kids want to.

Chairperson Rabe asked the Commission would there be any more questions on the Arts Day. Recreation Services Supervisor, Yurchak stated it sounds like you've done a great job.

Chairperson Rabe stated Nob Hill has donated bags for the kids so they don't have to leave their art behind. She also needs to speak with Carter of Nob Hill about purchasing boxed juice drinks. If the Commission could get a decent price, Chairperson Rabe picks them up on either Saturday or Sunday morning and we'll keep them in the coolers until then. Community Enrichment Coordinator, Renee Lorentzen said that would be fine.

Commissioner McGuire asked what time the Commission needs to arrive for set-up. Community Enrichment Coordinator, Renee Lorentzen responded everyone should help with set-up, which begins at 9:00 am.

Chairperson Rabe stated she bought some boxes and Commissioner Ogle will be putting signs on top of each box. She's requested the signs be in block letters for the kids to read them easily. Commissioner Hays stated she thought we'd do the signs on the computer. Chairperson Rabe responded we could use the computer. Community Enrichment Coordinator, Renee Lorentzen stated she has a poster printer it's uniform and you can put graphics on it.

Chairperson Rabe stated Commissioner Tsuei would be working at the Water Colors table with his mother. Commissioner Ogle would be doing the Dragon, and Commissioner Asif would be doing henna art. Commissioner McGuire asked would the Camera Club and the Alliance for the Arts do anything for Arts Day. Commissioner Hays stated she spoke with Julie Cherry and she'll be out of town that weekend. Commissioner McGuire stated she spoke with Larry Voellger of the Camera Club and won't be available either.

Note. Receipt. File.

XI. New Business

1. Consideration of the Arts Commission's Meeting Schedule – Staff

Chairperson Rabe stated the Arts Commission is finding it to meet only every other month meeting to plan and execute events and items on their Work Plan. She suggested the Arts Commission meet the months that the PAC does, but have the Arts Commission meeting either an hour earlier or an hour after the PAC meeting. Commissioner Hays asked what time the PAC meets. Chairperson Rabe responded PAC meets at 7:00pm every other month (odd months), and the Arts Commission meets at 7:00 pm every other month (even months).

Chairperson Rabe stated the PAC will break down into Committees now, for example, a Committee for the Milpitas Library fundraising. The Arts Commission is talking about doing other events throughout the year such as trying to raise money for Arts Day next year. Chairperson Rabe stated that the Commission was cut so short on trying to do this event and if it weren't for Staff and other people it wouldn't of worked. Commissioner Hays stated it be best if the Commission met on PAC meeting nights like they were tonight, at 6:00pm and have it be an abbreviated meeting, and then have the PAC meeting at 7:00pm as scheduled. Chairperson Rabe responded she felt 6:00pm was an awfully tight schedule to meet. Recreation Services Supervisor Yurchak asked the Commission does the Commission still want to have the PAC meet every other month at 7:00pm and have the early Arts Commission meetings on those meeting nights. Chairperson Rabe responded if PAC doesn't have anything that needs to be brought before PAC that night, then no. Both Commissioner's Hays and Butler agreed, yes, we could meet every month. Chairperson Rabe stated because the Commission is not having a meeting in December, the Commission would have a meeting in November, and then be off in December and January 2007, and meet finally February 2007.

Recreation Services Supervisor Yurchak responded the Arts Commission could decide to meet in whatever schedule the Commission is comfortable with and that the PAC will be having a similar conversation. Chairperson Rabe asked if the Commission has to make their decision about the meeting schedule at this meeting. Recreation Services Supervisor Yurchak responded yes, then the Arts Commission recommendation would go to City Council for final approval and amendment of Arts Commission Bylaws. Commissioner McGuire asked does PAC have to meet every month or can they remain meeting every other month. Chairperson Rabe answered, yes. Recreation Services Supervisor Yurchak added if the Arts Commission wants to meet every month and if the Public Art Committee (PAC) decides to meet every other month the Commission could do what it's doing now and have the Arts Commission meet at 6:00pm and meet for an hour, and the PAC can meet at 7:00pm for a full meeting. Chairperson Rabe asked if the Public Art Committee could meet early instead. Recreation Services Supervisor Yurchak stated she doesn't think that would work for some of the members that have to commute from their work place. Commissioner Butler asked what's wrong with 6:30pm. Recreation Services Supervisor Yurchak responded it would depend on the agenda items themselves. Community Enrichment Coordinator, Renee Lorentzen responded if the Commission meets every month and PAC meets every other month, PAC would have a heavier agenda. It's more conducive to have the Arts Commission meet first and then PAC would start at 7:00pm. Recreation Services Supervisor

Yurchak stated the Commission could put time limits on the meetings like the City Council meetings, for example, the Commission could decide that if a meeting is not done by 9:00pm, remaining items can get agendized for the next meetings agenda automatically. Commissioner Butler asked would it be the same issue if PAC meets every other month. Recreation Services Supervisor Yurchak responded as you could see on the PAC agenda for tonight there are quite a few things on there. Once the Master Plan is adopted, the PAC's primary responsibility would be to work on a project itself that would be you're the PAC's main topic on their agendas. Chairperson Rabe agreed that everyone would be working on his or her own Subcommittee projects. Recreation Services Supervisor Yurchak stated for the first year through January we do have items to discuss.

Chairperson Rabe asked the Commission what they would like to do for their meetings. Commissioner Hays suggested that the Arts Commission could start at 6:30pm and PAC could meet 7:15pm. Commissioner Butler stated 6:00pm would be a rush for her even though it's a five-minute commute from work to home. Commissioner McGuire suggested a start time for the Arts Commission at 6:30pm and 7:30pm for PAC. Commissioner Hays added we should consider other members. Chairperson Rabe asked what would the purpose be for putting the Arts Commission meeting first. Commissioner Hays responded that the Arts Commission meeting should not be too long on the months that PAC meets. Chairperson Rabe stated if the Arts Commission decided on the earlier meeting time there might be low attendance. Recreation Services Supervisor Yurchak stated those evenings Community Enrichment Coordinator, Renee Lorentzen would draft the agenda accordingly.

Community Enrichment Coordinator, Renee Lorentzen stated the Arts Commission meets on even months and PAC is held on odd months. Any odd months you would meet at 6:00pm.

Chairperson Rabe stated in January 2007 the Arts Commission meeting would start at 6:00pm and the PAC meeting would meet at 7:00pm. In February 2007 there would be a full Arts Commission meeting at 7:00pm. Recreation Services Supervisor Yurchak added this coincides nicely with the Phantom Art Gallery openings so the members would still have time to spend with the artist also.

MOTION to approve to recommend the Arts Commission meet on odd months of the year starting at 6:00pm not to go past 7:00pm and Amend the Bylaws.

M/S: Hays/Ettinger

Ayes: All

XV. Adjournment

There being no further business the Chair adjourned the meeting at 6:45 p.m., to the next regularly scheduled meeting on October 23, 2006.

Respectfully Submitted,
Tirzah Cedillo
Recording Secretary

CITY OF MILPITAS
ARTS COMMISSION

BYLAWS

The Milpitas City Council established the Arts Commission on July 6, 2000.

Section 1. Purpose

The Arts Commission is established by Ordinance No. 226.2 and works in an advisory capacity to the City Council on matters pertaining to supporting and promoting the Arts in the City of Milpitas

Section 2. Membership

The Arts Commission is composed of seven (7) members (one of which is a Milpitas Unified School District Board Member) and two (2) alternates appointed by the Mayor and approved by the City Council.

Section 3. Term of Office and Removal

The term of office of Commission members will be three years. Said term will begin October 1 of the first year and expire on September 30th of the third year. Members are expected to attend all meetings. Any member with three or more unexcused absences in a 12-month period shall be reported to City Council with a recommendation for removal from the Commission. Any member of the Arts Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting. Alternates shall be held to the same terms as regular members, with the expectation that all appointed alternates attend all meetings and will be reported to the City Council with a recommendation for removal from the Commission, when they reached three or more unexcused absences.

Section 4. Vacancies

Vacancies will be filled for the unexpired portion of the same manner as the original appointment.

Section 5. Officers

A Chairperson and Vice Chairperson will be annually selected at the first meeting of the calendar year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice-Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with highest seniority will preside.

Section 6. Meetings

The Arts Commission shall hold regular meetings on the fourth Monday at 7:00 PM on alternating months, February, April, June, August, October and December and at 6:00 PM on months, January, March, May, July, September and November. Meeting held in January, March, July, September and November are restricted to a meeting time of one (1) hour. Should a scheduled meeting occur on a holiday, said meeting will be deferred to the same day of the following week. All meetings shall be open to the public. Special meetings of the Arts Commission may be called by majority of the members, Chairperson, or City Council. Notice of any special meeting shall be given as required by law. The Arts Commission will follow Robert's Rules of Order.

Section 7. Quorum

Any four (4) members shall constitute quorum for the transaction of business.

Section 8. Voting

Voting authority is extended to seven (7) members. An alternate member shall vote only if seated in the absence of a regular member. In the event that one regular member is absent, alternate members shall be seated in order of there alternate position.

Section 9. Duties of Committee to be Advisory Only

It is intended that the Commission shall be an advisory agency to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council for the administrative staff of the City in their supervision or authority over property or personnel which are under their jurisdiction.

PROPOSED SECTION REGARDING COMMITTEES

Section 10. Designation of Committees

The Arts Commission may designate committees to advise the Commission in the planning or operation of special programs. Such committees shall be designated by the Commission with at least one non-voting Arts Commissioner serving as liaison to the committee.

Section 11. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Arts Commission with such information and staff assistance as the Arts Commission may from time to time request subject to limitations imposed by the City Council. The Recreation Services Supervisor shall attend meetings of the Arts Commission and submit such reports as said

Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 12. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Arts Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Arts Commission on the 22nd day of January, 2001.

PASSED AND ADOPTED by the Milpitas City Council on the _____ day of _____, 2001.

PASSED AND ADOPTED by the Arts Commission on the 28th day of November, 2005.

PASSED AND ADOPTED by the Milpitas City Council on the 3rd day of January, 2006.